

# Out of State Pharmacy Application

A new application and fee must be submitted anytime there is:

1. a pharmacy opening;
2. a change in name;
3. a change in ownership; or
4. a change in location

## Step #1 Complete the Tennessee Board of Pharmacy Application

- You may fill out the Tennessee Board of Pharmacy applications online. ([Click here](#)) then print. Once the application is **notarized**, please mail to:

Tennessee Board of Pharmacy  
500 James Robertson Pkwy  
Nashville, TN 37243-1149

- Items that must be completed with your application:
  1. List of the Board of Directors, Owner or Partners
  2. List the Tennessee Licensed Pharmacist-in-Charge
  3. List hours of Operation
  4. List Reference Books
  5. A copy of the latest home state inspection or a letter stating your state does not inspect pharmacies.
  6. A Copy of the Home State Pharmacy License
  7. A Copy of DEA Certification *(If Applicable)*

***Be sure that the application is signed and **all signatures are notarized.*****

- Please include registration fees:

**With Controlled Substance Fee:** \$168(Registration Fee) + \$10(Law Book) + \$40 Controlled Substance Fee) = \$218.00

**Without Controlled Substance Fee:** \$168(Registration Fee) + \$10(Law Book) = \$178.00

## Step #2 Tennessee Rules

- By submitting an application, you indicate that your facility has met all the requirements necessary for licensure. ([Click here](#)) to read Tennessee Rule [1140-1-.08] that explains the application process.

## Step #3 Submit a copy of your DEA license

- The DEA application is now available on-line. Please access the DEA website: ([DEA-224 Form](#))

## Step #4 License a Pharmacist-in-Charge for the practice site

- Rule 1140-3-.14(2) ([Click here](#)) states: **The designated Pharmacist-in-Charge at any Out-of-State Pharmacy location must have a valid license with the State of Tennessee.** A preliminary application to start for reciprocity is needed along with the pharmacy business application. Please ([Click here](#)) to obtain information on how to begin the process. **The Pharmacy practice site application will NOT be approved until the PIC is licensed in Tennessee.**
- Change of Pharmacist-in-Charge: Rule 1140-3-.14(4) ([Click here](#)) requires an inventory of all controlled substances. The Board should be notified in writing. You may fill out this form online. ([Click here](#)) and print. This information may be faxed (615-741-2722), mailed to the Board of Pharmacy, or e-mailed to [Pat Little](#).

Tennessee will accept personal checks. Checks should be made out to the Tennessee Board of Pharmacy.

It is the Board's policy that all applications still not approved after one (1) year will expire. If you wish to reapply for Pharmacy licensure, you will be required to submit a new application with registration fee.

For more information concerning submission of a pharmacy license, you may e-mail your questions to [Pat Little](#) or call her at (615) 741-2718.